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January 8th—Customs Procedures—Part I

January 15th—Customs Procedures—Part II

LECTURER: Kenneth Dawson,
Border Brokers Limited,
Toronto, Ontario.

January 22nd—The Role of Traffic in Purchasing

LECTURER: W. R. Johnston,
Procter & Camble Company Limited,
Toronto, Ontario.

January 29th—Value Analysis

LECTURER: J. M. Kelly,
Spaulding Fibre of Canada Limited,
Toronto, Ontario.

February 5th—Quality Control

LECTURER: R. MacKay,
Ford Motor Company of Canada
Limited.

February 12th—Communications

LECTURER: R. Charles,

February 19th—Human Relations—Part I

February 26th—Human Relations—Part II

LECTURER: W. Trimble,

March 5th—Case Studies

LECTURER: Prof. C. B. Johnston,
University of Western Ontario,
School of Business Administration,
London, Ontario.

UNIVERSITY OF TORONTO
UNIVERSITY EXTENSION

Session 1962-63

Course in

PURCHASING

sponsored by the

PURCHASING AGENTS' ASSOCIATION OF TORONTO

PURCHASING

Tuesdays **18 Lectures**

The Purchasing Agents' Association of Toronto sponsors this course for the special training of purchasing agents, their assistants and those interested in broadening their knowledge of the purchasing field. The Course will deal initially with the principles and legal aspects of purchasing and then expanded to cover other subjects of direct concern to the purchasing agent.

COURSE CHAIRMAN:
Mr. Robert C. Smith,
Ditto of Canada Limited,
45 Jutland Road,
Toronto 18, Ontario.

TIME: 7:30 p.m.
Fall Term: October 9th–December 4th.
Winter Term: January 8th–March 5th.

PLACE: Room 123, Wallberg Building.

FEE: $35.00

Registration:

By mail or in person at Room 201, 84 Queen's Park, 9 a.m. to 5 p.m. daily except Saturdays. Information may be obtained by telephoning WA. 3-6611, locals 301, 304, 526, 527.

PROGRAMME

Principles of Purchasing

October 9th—Principles of Organization

October 16th—Principles of Good Procedure

October 23rd—Administration and Purchasing Ethics

October 30th—Budgets and Report Writing

LECTURER: D. B. Morin, C.A.,
Deloitte, Plender, Haskins & Sells,
Toronto, Ontario.

Legal Aspects of Purchasing

November 6th—Contract Studies

November 13th—Sale of Goods Act

LECTURER: C. M. Ricketts, Q.C.,
Ricketts, Farley & Lowndes,
Toronto, Ontario.

November 20th—Federal Sales Tax Act

LECTURER: C. E. Phillipson,
Treasurer Department,
Department of National Revenue.

November 27th—Provincial Sales Tax

LECTURER: D. Beach,
Treasury Department,
Province of Ontario.

December 4th—Case Studies

LECTURER: Prof. C. B. Johnston,
University of Western Ontario,
School of Business Administration,
London, Ontario.